

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT # 15-047**

OPENING DATE: 15 Apr 15 **CLOSING DATE:** 29 Apr 15 **AGENCY:** 5704 **PIN:** 99

POSITION: MATERIAL HANDLER (Recycle Program)

STARTING SALARY: \$25,619.43

LOCATION OF POSITION: Camp McCain Training Center, 3152 James H. Biddy Road, Grenada, MS

TELEPHONE INQUIRIES: Mr. Frank Janotta (601) 313-6243 DSN: 293-6243

APPLICATION MUST BE SUBMITTED TO: MS Military Department, ATTN: JFH-MS-C-HR, Post Office Box 5027, Jackson, MS 39296-5027. **STREET ADDRESS:** 1410 Riverside Drive, Jackson, MS 39202-1237.
APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON CLOSING DATE.

SPECIAL CONDITION: *MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition, males between the ages of eighteen (18) and twenty-six (26) who are currently employed shall not be promoted to higher positions until they submit documentation of compliance with the requirements of the Federal Selective Service Act.*

MINIMUM QUALIFICATIONS:

1. High school education or GED equivalent and two (2) years of related experience, of which one (1) year must be directly related.
2. Proficient in computer skills with applications related to word processing, spreadsheets, and database management.
3. Must possess a valid **Class A Commercial Driver's License; OR, as a condition of employment, have the ability to obtain such within 90 days of employment. PROOF OF DRIVER'S LICENSE MUST BE SUBMITTED WITH APPLICATION.**
4. Able to perform the essential functions of the position.
5. Never convicted of a felony.
6. Demonstrated writing and oral communication skills capable of preparing and articulating detailed and complete statements of work (SOW) for public procurement.

DUTIES AND RESPONSIBILITIES: (Not all inclusive, will be fully explained during interview)

1. Operates all wheel vehicles and equipment over varied terrain and roadways for support of mobilization and training operations.
2. Manages cargo and supplies being transported.
3. Oversees and checks proper loading and unloading of cargo on vehicles and trailers.
4. Operates vehicle component material handling equipment (MHE), as required.
5. Establishes and maintains stock records and other documents such as inventory, material control, accounting and supply reports.
6. Unloads, unpacks, visually inspects, counts, segregates, palletizes, and stores incoming supplies and equipment.
7. Constructs bins, shelving, and other storage aids.
8. Works in inclement weather and drives forklifts, hand trucks, loaders and various other pieces of heavy equipment to load recyclable materials.
9. Separate light metals, brass, aluminum, and copper in to bins.
10. Required to climb in and out of cardboard recycling trailers and containers to transfer cardboard. Trailer heights vary up to 5 or more feet to climb in and out of.
11. Physical condition of such a nature as to permit lifting, stooping, climbing and continuous moderately heavy work with the ability to move and lift objects weighing up to 50 pounds.
12. Monitor waste dumpsters for excessive recyclable items being thrown into the waste stream and report such occurrences and retrieve recyclables.

AREA OF CONSIDERATION: OPEN COMPETITIVE

AGO Form 14-R (Revised 1 Apr 00)

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SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES

Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age, or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age and gender requirements to positions which are essentially military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept policy and as authorized by the State Legislature. All salary increases are subject to annualized funding availability.

RESUMES WILL NOT BE ACCEPTED. Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 6/14), MS MILITARY DEPARTMENT AND AGO Form 82-2R, dated 2 Jul 2015.** Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard, website: www.ms.ng.mil, or by written/telephonic request to the Mississippi Military Department, ATTN: JFH-MS-C-HR, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6243). Additional information may be attached to support qualifications. However, such does not negate completion of all applicable spaces of the State of Mississippi Experience and Training Record and both addendums. **ALL DOCUMENTS MUST BE SUBMITTED TO THE OFFICE INDICATED ON THE FRONT OF THIS ANNOUNCEMENT. DO NOT SUBMIT DOCUMENTS TO THE STATE PERSONNEL BOARD! DOCUMENTS MUST BE RECEIVED NLT 4:00 P.M. ON THE CLOSING DATE. NO PHOTOCOPY OF THE MISSISSIPPI EXPERIENCE AND TRAINING RECORD WILL BE ACCEPTED. NO OTHER TYPE APPLICATIONS ARE ACCEPTABLE.**

PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH SCHOOL IS REQUIRED. Copies of college transcripts, diplomas, certificates, licenses, etc., must be legible.

APPLICANTS FAILING TO COMPLY WITH ALL APPLICATION SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED. Applicants scheduled for interview who fail to appear for interview will not receive further consideration.

SUPPORT OF THIS POSITION IS CONTINGENT UPON CONTINUED POSITION AUTHORIZATION AND AVAILABILITY OF STATE/FEDERAL FUNDING, AS APPLICABLE.

Military membership is desired

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.

MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND CHECK.